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16 AUG 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

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SUBJECT: OIS Weekly Report (9 - 15 August 1984)

A. PROGRESS ON ACTION ITEMS

1. The registry operations and personnel of the Office of Global Issues (OGI) were moved to the site of the Ames Building Information Services Center (ISC) yesterday, 15 August. The new Chief, Ames Building ISC, also reported yesterday and will begin developing procedures for providing services to the first ISC participants, OGI and OIS. These procedures later will be expanded to include the Office of Research and Development and the Intelligence Community Staff elements moving to Ames Building. The Ames ISC procedures also will serve as a basis for developing standard procedures for ISCs in the new Headquarters Building.

2. A representative from the Information Resources Management Division (IRMD) and the DS&T Records Management Officer (RMO) briefed Foreign Broadcast Information Service (FBIS) representatives on the new Headquarters Building ISCs, including plans for an FBIS Center. IRMD also held meetings with representatives of the Office of Communications, the Office of Data Processing, and the Printing and Photography Division, Office of Logistics. The purpose of the latter meetings is to establish a technical working group to assist OIS in designing the new Headquarters Building ISCs.

3. A representative from IRMD also visited the RMOs of the Office of Training and Education and the Office of Medical Services (OMS) to review progress on updating their vital records schedules. Both offices have begun working on their schedules, and IRMD will assist the OMS RMO on this project next week.

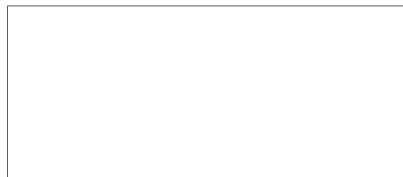
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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Representatives from IRMD, the DS&T RMO, and the National Photographic Interpretation Center (NPIC) RMO, joined Ray Tagge, National Archives and Records Service (NARS) liaison representative to the Agency, for a briefing on NPIC's original negative film files. (See OIS Weekly Reports dated 13 July and 9 August for background.) The briefing, given by the NPIC Executive Officer and a representative of the Committee on Imagery Requirements and Exploitation, provided Mr. Tagge with information needed to begin an appraisal of the film collection to determine whether it is permanent or temporary. Based on this initial briefing, Mr. Tagge believes that NARS probably will appraise the collection as permanent. In addition to the briefing, the NPIC Executive Officer will provide OIS with written answers to questions posed by Mr. Tagge, and Mr. Tagge will visit NPIC again to review samples of the film.

2. A separate Information and Privacy Division report is attached.



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